**Application for funding**

# Play! 2018 Festival of Culture at Royal Holloway

**29 May – 2 June**

Financial grants of up to £150 are available to student groups or staff to support the development of new work for the 2018 Play! Festival. Funding can be used for arts events or performances. Performances must be short pieces of between 15 and 30 minutes.

In the centenary year of the 1918 Representation of the People Act which, for the first time gave some women and all men the vote the 2018 festival has “The Arts of Democracy” as a theme, encouraging participants to think creatively about how the arts and democracy intersect. We will particularly welcome events produced with this theme in mind.

We will favour inter-disciplinary proposals involving students from different departments working together. Applications should show how receiving funding would significantly develop or enhance the performance or event.

Proposals will be considered by a panel including Professor James Knowles (Dean of Arts & Social Sciences), Clem Jones (SU),Mary Dullea (Music), Matthew Smith (History), Neil Perrott (Marketing), and Enton Mataj (Vote 100). Successful bids will each receive a grant of up to £150 towards the costs of creating and staging the work.

For further information about the Play! Festival visit [**royalholloway.ac.uk/play**](http://www.royalholloway.ac.uk/play)

To apply, please complete the form below and submit it by **12.00 noon on Wednesday 28February 2018 .** Applicants will be notified of the outcome in the week beginning 12 March 2018.

What are you waiting for? Find a space and Play!

**Important information - please read carefully before submitting your application:**

* Performances should be between 15 - 30 minutes duration. Funding can also be used for events of up to one week, 29 May – 2 June for example, for an installation or exhibition.
* Festival events will take place in the Boilerhouse – applicants should determine a suitable space for their event before applying.
* We welcome submissions from all art forms, including - but not limited to - theatre performances, open air or promenade performances, contemporary, classical and world music, opera, dance performances or workshops, comedy, art exhibitions, installations, tours, creative writing, poetry readings, film, photography, talks, debate and media.
* All applicants must provide the name of a member of academic staff who has agreed to act as a mentor and whom we can contact during the rehearsal/performance process if the need arises.

* Proposals may be offered part-funding, less than the full amount requested.
* Proposals which are unsuccessful in obtaining funding will be encouraged to run as a fringe event. This means that, providing full information about the event is received in time, it will be promoted as part of the festival, but that it is not eligible for financial or practical support from the festival organisers.
* Funding can be used for a range of purposes, including – but not limited to - hire or purchase of props, set or costumes; for materials or resources; to hire musicians or technical equipment; to purchase sheet music; to print programmes. Fees for students and travel expenses cannot be funded and funding cannot be used for promotional activities.
* Funding will be offered by reimbursement of expenses. If awarded funding, you will need to purchase or hire materials etc. yourself in the first instance and then apply to be reimbursed via the College Expenses Claim system. You should keep copies of receipts or other proof of expenditure to accompany your claim. Staff and students who are or have been employed by the College will need to submit expenses via Agresso.
* Any enquiries regarding the festival or application process should be addressed to: **play@royalholloway.ac.uk**

**Play! Festival Funding Application 2018**

Your completed application **should not exceed two pages** and should be submitted by **12.00 noon on Wednesday 28 February 2018** to: **play@royalholloway.ac.uk**

|  |  |
| --- | --- |
| Contact name:Please note this contact **must** be on campus for the event. | Department / degree programme: |
| Contact email address: | Contact phone number:  |
| Other students/staff involved in project, and their department(s)/degree programme(s): |
| Is the work inter-disciplinary - involving students from more than one department working together? **YES/NO** |
| Academic mentor: You must provide the name of a member of academic staff whom we can contact during the rehearsal/performance process if necessary. |
| Title of work/event:Please state your title as you wish it to appear in the festival programme. |
| Is this is new project or a repeat of/development of an existing work? |
| Aims of work: |
| Performance space: Boilerhouse – proposed space  |
| How do you propose to use the space? |
| Amount of funding applied for: **£** **Maximum £150** including VAT  |

|  |
| --- |
| Breakdown of how funding will be used:Please note: fees for students and travel expenses cannot be funded |
| How would funding enable you to develop or enhance your performance/event? |
| Duration of work: Minimum 15 minutes - maximum 30 minutes for performances; Maximum one week for installations, exhibitions etc  |
| ***Please consider carefully how you would like your event listed in the festival programme -*** Short description of work for use in publicity/programme (no more than **30 words**): |
| Longer description of work for use on website (no more than **100 words**): |
| Any other audience information e.g. age suitability 12+/16+ etc: |
| Please list any set, props or equipment you will use (including music stands etc) and note if you have already sourced these or still need to source these:*Please note that the festival organisers are unlikely to be able to supply equipment.* |
| Please detail any technical or other requirements of the performance/installation space?*Please note that the festival organisers cannot supply technical, lighting or sound equipment.* |
| If awarded this funding, you must agree to providing photos, interviews and any other necessary press and public relations materials, to be included in College publications and communications, as well as in external press releases if necessary. Please sign below to show your agreement:Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |